

Annex 2

Template for ECHORD Experiment Proposals

ECHORD

Call 1

Experiment Proposal

Proposal Full Title: ...

Proposal Acronym: ...

Name of the Coordinating Person: ...

Institution of the Coordinating Person: ...

The above information, together with other general information about the proposal (such as Scenario, Research Focus, List of Participants) must be provided through the web form available on www.echord.info. Instructions are available on the web. For further information, please contact the ECHORD Service Center.

SUMMARY

Provide a short summary of the proposal (use the same summary as in the web forms).

Contents

1	SCIENTIFIC AND TECHNICAL QUALITY	5
1.1	Experiment target	5
1.2	Progress beyond the state-of-the-art	5
1.3	S/T methodology and associated work plan	5
2	Implementation	10
2.1	Individual participants	10
2.2	Description of the partnership (if more than one partner in the experiment)	11
2.3	Overall Experiment Resources – Costs and funding	12
3	Impact	14
3.1	Expected results	14
3.2	Exploitation Plan of Experiment Results and Management of Knowledge and of Intellectual Property	14

1 SCIENTIFIC AND TECHNICAL QUALITY

1.1 Experiment target

Describe the advances that you are targeting and the relevance to the chosen ECHORD Scenario and Research Focus; describe the concrete objectives that you consider to constitute the proof-of-concept of such advances. The objectives should be those that you consider achievable within the experiment and relevant to the selected scenario. Clearly answer to the following questions:

- What scientific or technological issue does the proposal address?
- Why is it necessary to address this problem?

Describe in detail how proposers will develop demonstrators to show what will be achieved during the experiment duration.

1.2 Progress beyond the state-of-the-art

Describe the state-of-the-art in the research focus concerned and the technological advance that the proposed experiment would bring about in the areas outlined in the description of the chosen research focus. Clearly answer the following questions:

- What previous work does the proposal capitalize on?
- What are the specific approaches and why are the proposed solutions promising?

1.3 S/T methodology and associated work plan

Provide a detailed description of the scientific and technological approach and/or methodology by which you will attempt to reach your objectives. Describe a progression of crucial milestones and decision points for your experiment and their expected timing. What would constitute success? What would you learn from an eventual failure? A detailed work plan should be presented, broken down into tasks which should follow the logical phases of the implementation of the experiment, and include assessment of progress and results. Present your plans as follows:

- i) Describe the overall strategy of the work plan (*Maximum length 1 page*).
- ii) Show the timing of the different tasks and their components (Gantt chart or similar).
- iii) Provide a detailed work description broken down into tasks:
 - Task list (please use table 1.3a);
 - List of deliverables (please use table 1.3b);
 - Description of individual tasks (please use table 1.3c);
 - Summary of experiment effort (please use table 1.3d);
 - List of milestones (please use table 1.3e)
- iv) Describe any significant risks and associated contingency plans.

The number of tasks used must be appropriate to the complexity of the work and the overall value of the proposed experiment. The planning should be sufficiently detailed to justify the proposed effort. Furthermore, the role of each partner (in the case of two or more partners) within each task should be clearly stated including the corresponding forecasted effort. Milestones should be sufficiently precise to allow progress monitoring.

Maximum length of the whole section: 12 pages.

Table 1.3 a: Task List

Task No.¹	Task Title	Lead participant short name

¹ *Task Number: T1 Tn*

Table 1.3 b: List of Deliverables

Del. No. ¹	Deliverable name	Task No.	Nature ²	Dissem. Level ³	Delivery date ⁴

¹ Deliverable numbers in order of delivery dates. Please use the numbering convention iT_j number i number of deliverable within that T_j .
For example, Deliverable 4.2 would be the second deliverable from Task 4.

² Please indicate the nature of the deliverable using one of the following codes:
R = Report, P = Prototype, D = Demonstrator, O = Other

³ Please indicate the dissemination level using one of the following codes:
PU = Public
PP = Restricted to other programme participants (including the Commission Services)
RE = Restricted to a group specified by the consortium (including the Commission Services)
CO = Confidential, only for members of the consortium (including the Commission Services).

⁴ Measured in months from the experiment start date (month 1).

Please recall that Experiments should have a small set of deliverables. During the duration of the experiment, the experimenters are encouraged to produce multimedia material (video and pictures) showing their progress.

Table 1.3c: Description of individual tasks

Task 1: (include timing information)		
Participant	Role	PM
Objectives:		
Description of work, and role of participants		

Task 2: (include timing information)		
Participant	Role	PM
Objectives:		
Description of work, and role of participants		

Table 1.3 d: Summary of experiment effort

Participant no.	Participant short name	Task 1	Task 2	Task ...	Total PM
1	xxx				
2	yyy				
Total					

Table 1.3 e: List of milestones

Milestones are control points where decisions are needed with regard to the next stage of the experiment. For example, a milestone may occur when a major result has been achieved, if its successful attainment is required for the next phase of work. Another example would be a point when the partnership must decide which of several technologies to adopt for further development. Notice that ECHORD Experiments require a very small set of milestones.

Milestone number	Milestone name	Task(s) involved	Expected date ¹	Means of verification ²

¹ Measured in months from the experiment start date (month 1).

² Show how it can be checked that the milestone has been attained. Refer to indicators if appropriate.

2 Implementation

2.1 Individual participants

For each participant in the proposed experiment, provide a brief and for this purpose strictly relevant description of the organisation, the main tasks attributed to them, and the previous experience relevant to those tasks. Provide also a short profile of the staff members who will be undertaking the work and their commitment expressed as a percentage of the full-time equivalent.

Maximum length for Section 2.1: 1 page per participant.

Name of the participant:
Description of the legal entity
Main tasks attributed in the experiment
Previous experience relevant to assigned tasks
Profile of the staff members that will undertake the foreseen work in the experiment

When describing the role of each participant, recall that management activities are not allowed. In turn, the coordinating participant has to be indicated.

2.2 Description of the partnership (if more than one partner in the experiment)

In the case of more than one participant, justify why each of them is needed, describe how the participants collectively constitute a team capable of achieving the experiment objectives, and how they are suited and are committed to the tasks assigned to them; show the complementarity between partners; explain how the composition of the team is well-balanced in relation to the objectives of the experiment.

Maximum length for Section 2.2: 1 page.

2.3 Overall Experiment Resources – Costs and funding

In addition to the staff effort shown in Section 1.3 above, please identify any other major costs (e.g. equipment). A list of suitable equipment offered by manufacturers, along with terms and conditions of providing this equipment, is available on the ECHORD web site (<http://www.echord.info>). Although experiment consortia are strongly encouraged to use equipment specified in the list, other equipment might be used if the need for it is justified in the experiment proposal. The equipment list includes price categories for easy comparison and selection. Precise prices are available upon request. Please provide a table which, for each partner, gives the direct and indirect costs and the requested funding, and the total amounts.

In addition to the table, please provide a breakdown of the major cost items: Personnel, Travel expenses, Equipment and consumables. The cost of certificates on the financial statements, when needed, are eligible for reimbursement.

Example *The consortium partners are committed to mobilise the resources needed to guarantee the achievement of project results. The total budget for the experiment is of xxx.xxx,xx . The total requested funding is of xxx.xxx,xx .*

Breakdown of costs

Personnel: The involvement of the x participants in the xx months will amount to xxx.xxx,xx

Travel expenses: Attendance to periodical technical meetings will amount to xxx.xxx,xx

Equipment and consumables: The cost for laboratory equipment will amount to xxx.xxx,xx (provide a brief description of equipment to be purchased)

Audit certificates: The foreseen audit costs will amount to xxx.xxx,xx

Partner acronym, one table per partner	Cost category	Cost
	Travel	
	Equipment (1)	
	Audit Certificates (2)	
	Indirect costs (3)	
	Total budget (4)	
Requested funding (5)		

Total	Cost category	Cost
	Travel	
	Equipment	
	Audit Certificates	
	Indirect costs	
	Total budget	
Requested funding		

(1) Only the eligible part of the equipment full cost (without taxes) for the experiment's duration; this may depend on local or national rules on depreciation.

(2) Certificates on the financial statements are not due if the total requested contribution is less than EUR 375.000,00.

(3) To be computed, on the basis of the sum of the costs in the first 4 rows, by adopting one of the methods available in the FP7 framework (i.e., transitional flat rate of 60%, flat rate of 20%, actual indirect costs).

(4) Sum of the first 5 rows.

(5) To be determined, on the basis of the budget (i.e., direct+indirect costs), as the sum of:

a. 75% (nonprofit public bodies, secondary and higher education establishments, research organizations and SMEs) or 50% (others) of the budget for Personnel,

b. 75% (nonprofit public bodies, secondary and higher education establishments, research organizations and SMEs) or 50% (others) of the budget for Travel,

c. 75% (nonprofit public bodies, secondary and higher education establishments, research organizations and SMEs) or 50% (others) of the budget for Equipment and consumables, eventually capped at 100% of the equipment direct costs,

*d.100% of the budget for Audit certificates.
Maximum length for Section 2.3: 2 pages.*

3 Impact

3.1 Expected results

What is the expected result, how can it be shown to a general audience and what are the benefits in terms of the partners relative position in the competitive environment (i.e., market share, creation of new products revenue, scientific reputation)? What is the European dimension of the experiment, i.e., what are the expected benefits in terms of EC economical, technological and scientific growth? This is to be regarded a very important issue, and thus should be clearly described in the proposal.

3.2 Exploitation Plan of Experiment Results and Management of Knowledge and of Intellectual Property

Try to describe all possible exploitations of the experiment outcome, highlighting any know-how and technology transfer between academia and industry. Moreover, the means for dissemination of experiment results both to scientific community and possible end-users or producers of the technology have to be clearly stated.

Maximum length for Section 3: 3 pages.